VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

24 October 2012

MEMORANDUM FOR FACULTY, STAFF AND CORPS OF CADETS

SUBJECT: Saturday Morning Duty

Purpose:

This order establishes the schedule, scope of activities, control of activities, and office coverage during Saturday Morning Duty for the remainder of the 2012-13 academic year.

Description:

1. Saturday Morning Duty is from 0800-1200.

2. There are three forms of Saturday Morning Duty. They are: 1) Academic Duty, 2) Military Duty, and 3) ROTC Duty.

3. Control and Supervision of Saturday Morning Duty is as follows:

   All activities held during Academic Duty Saturdays are under the control and supervision of the Deputy Superintendent for Academics and Dean of the Faculty.

   All activities held during Military Duty Saturdays are under the control and supervision of the Commandant of Cadets.

   All activities held during ROTC Duty Saturdays are under the control and supervision of the ROTC Coordinator.

Schedule — The schedule for Saturday Morning Duty is as follows:

Fall Semester

Date	Type of Duty	Major Weekend Events
27 October 2012	Academic Duty	FE Exam Football @ Gardner Webb
03 November 2012	Academic Duty	Football @ Stony Brook Admissions Open House
10 November 2012	Military Duty	Home Football—Citadel Marine Birthday Ball
17 November 2012	Military Duty	Home Football – Liberty
24 November 2012	Thanksgiving Furlough	
01 December 2012	ROTC Duty	Admissions Open House Home Basketball—Morgan State
08 December 2012	Academic Duty	Basketball @ Wright State
15 December 2012	Exams	
22 December 2012	Christmas Furlough	Basketball @ George Washington U.
29 December 2012	Christmas Furlough	
05 January 2013	Christmas Furlough	Basketball @ Presbyterian
12 January 2013	Christmas Furlough	Home Basketball—Winthrop U.

Spring Semester

19 January 2013	Military Duty	Basketball @ Coastal Carolina
26 January 2013	Academic Duty	Home Basketball—Gardner Webb
02 February 2013	Military Duty	
09 February 2013	Academic Duty	Midwinter Formal
16 February 2013	ROTC Duty	Admissions Open House Basketball @ Campbell
23 February 2013	Military Duty	Cadet Life Ski Trip Basketball (Brackbuster) —TBA

Date	Type of Duty	Major Weekend Events
02 March 2013	ROTC Duty	Home Basketball—Longwood
09 March 2013	Spring Furlough	SOCON Wrestling Championship
16 March 2013	Spring Furlough	
23 March 2013	Academic Duty	Admissions Open House
30 March 2013	Easter Break	
06 April 2013	ROTC Duty	Spring FTX Legacy Day VA State Eng. Fair
13 April 2013	Academic Duty	FE Exam Admissions Open House
20 April 2013	Military Duty	Class Agents Conference Leadership Retreat
27 April 2013	Military Duty	Spring Reunion Weekend
04 May 2013	Exams	
11 May 2013	Exams	

ACADEMIC DUTY SATURDAYS

1. Activities

Academic and academic support departments may schedule academic activities with cadets from 0800 to 1200.

Departments other than academic and academic support departments may not schedule activities from 0800 to 1200 without permission from the Deputy Superintendent for Academics and Dean of the Faculty.

All department heads in academic support departments and all faculty members must be in their offices from 0800 to 1000 on Parent's Weekend (20 October).

Activities Requiring Cadet Attendance

Academic departments may schedule activities requiring cadet attendance for majors or other departmental sub-groups during that time.

Any activity requiring cadet attendance must be submitted to Dean's Time Request Form by 1630 on the Thursday preceding the Saturday in question so that any conflicts concerning facilities or attendees can be resolved. Normally, if conflicts cannot be resolved, the activity scheduled first with the Dean's Office will have priority.

In order to minimize conflicts, required activities should be scheduled into the following time periods or combinations thereof:

0800 – 0850
0900 – 0950
1000 – 1050
1100 – 1150

Departments are responsible for accountability and absences should be reported to the Commandant's Office.

Voluntary Activities, Meetings, Appointment, etc.

Academic and academic support departments may schedule any activities that cadets attend voluntarily (study sessions, individual make-up exams, etc.) during that time.

2. Office Coverage

A. The following offices/departments will be open:

Post Exchange/Keydet Kanteen

VMI Bookstore
Preston Library
VMI Health Center
VMI Police

B. All other offices/departments will be closed except as noted in Appendix A. Each department head must assign a member of the department to be on-call for emergencies. The department phone voice mail must inform callers of the number to call in the event of an emergency.

MILITARY DUTY SATURDAYS

1. Activities

The Commandant's Office may schedule activities with cadets from 0800 to 1200.

Departments other than the Commandant's Office may not schedule activities from 0800 to 1200 without permission from the Commandant of Cadets.

2. Office Coverage

A. The following offices/departments will be open:

Chaplain's Office
Commandant's Office
Post Exchange/Keydet Kanteen
Preston Library
Protocol
VMI Bookstore
VMI Health Center
VMI Police

B. All other offices/departments will be closed except as noted in Appendix A. Each department head must assign a member of the department to be on-call for emergencies. The department phone voice mail must inform callers of the number to call in the event of an emergency.

ROTC DUTY SATURDAYS

1. Activities

ROTC departments may schedule activities with cadets from 0800 to 1200.

Any department other than ROTC departments may not schedule activities from 0800 to 1200 without permission of the ROTC Coordinator.

2. Office Coverage

A. The following offices/departments will be open:

Post Exchange/Keydet Kanteen
Preston Library
VMI Bookstore
VMI Health Center
VMI Police

B. All other offices/departments will be closed except as noted in Appendix A. Each department head must assign a member of the department to be on-call for emergencies. The department phone voice mail must inform callers of the number to call in the event of an emergency.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, U.S.A.F. (Retired)
Chief of Staff

APPENDIX A

1) The Office of Admissions will be open from 0800 – 1000 on Open House Weekends.

2) The Office of Financial Aid will be open from 0800 – 1000 on Parents Weekend and Open House Weekends.

3) The Finance, Administration, and Support Office and Human Resources Office will be open on the Saturday mornings of meetings of the Board of Visitors.

4) The Student Accounting Office will be open on the Saturday morning of Parents Weekend.

5) The Laundry does not work on Saturday, but one employee will come in to open the pick-up points and the VMI Police closes these points at a designated hour.

6) The Post Engineer will designate key personnel to work on the Saturday mornings of home football weekends, meetings of the Board of Visitors, and other designated event weekends. The Post Engineer shall ensure that an emergency contact and employee on-call system is in place at all times to deal with any facility emergencies.

7) There will be no Saturday morning mail delivery, but one of the mail room employees will put up the cadet mail on Saturday mornings.

8) The VMI Museum located in Jackson Memorial Hall will be open 0900 to 1700 daily. The museum will extend its Saturday hours to 1800 or as needed on major event weekends during the academic year.